

City of Springfield  
 Development Services Department  
 225 Fifth Street  
 Springfield, OR 97477



## Minor Replat Plat

<b>Required Project Information</b>		<i>(Applicant: complete this)</i>	
<b>Applicant Name:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>E-mail:</b>	
<b>Address:</b>			
<b>Applicant's Rep.:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>E-mail:</b>	
<b>Address:</b>			
<b>PROPERTY 1</b>			
<b>Assessor's Map #:</b>		<b>Lot:</b>	
<b>Property Address:</b>			
<b>Property Owner:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>E-Mail:</b>	
<b>PROPERTY 2</b>			
<b>Assessor's Map #:</b>		<b>Lot:</b>	
<b>Property Address:</b>			
<b>Property owner:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>E-Mail:</b>	
<b>Description of Proposal:</b> <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
<b>Existing Use:</b>		<b>Tentative Case #:</b>	
<b>Signatures:</b> Please sign and print your name and date in the appropriate box on the next page.			
<b>Required Project Information</b>		<i>(City Intake Staff: complete this section)</i>	
<b>Associated Applications:</b>			
<b>Pre-Sub Case No.:</b>		<b>Date:</b>	<b>Reviewed by:</b>
<b>Case No.:</b>		<b>Date:</b>	<b>Reviewed by:</b>
<b>Application Fee: \$</b>		<b>Technical Fee: \$</b>	<b>Postage Fee: \$0</b>
<b>TOTAL FEES: \$</b>		<b>PROJECT NUMBER:</b>	



## Signatures

**An application without the Owner's original signature will not be accepted.**

The undersigned acknowledges that the information in this application is correct and accurate.	
<b>Applicant:</b>	
_____	<b>Date:</b> _____
<b>Signature</b>	
_____	
<b>Print</b>	

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.	
<b>Property Owner 1:</b>	
_____	<b>Date:</b> _____
<b>Signature</b>	
_____	
<b>Print</b>	

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.	
<b>Property Owner 2:</b>	
_____	<b>Date:</b> _____
<b>Signature</b>	
_____	
<b>Print</b>	

## Minor Replat Plat Application Process

- **Applicant submits a Minor Replat Plat Application to the Development Services Department**
  - The application must conform to the *Minor Replat Plat Submittal Requirements Checklist* on page 4 of this application packet.
  - The Planning Division Staff screen the submittal at the front counter to determine whether all required items listed in the *Minor Replat Plat Submittal Requirements Checklist* have been submitted.
  - Applications missing required items will not be accepted for submittal.
  
- **City Staff Conduct Detailed Completeness Check**
  - Planning Division staff conducts a detailed completeness check within 30 days of submittal.
  - The assigned Planner notifies the applicant in writing regarding the completeness of the application.
  - An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
  - Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.
  - When the submittal is deemed complete, Planning staff requests the mylars from the applicant then checks and signs the mylars.
  
- **Applicant Records Plat at Lane County & Submits Plat and Documents to City**
  - After Planning staff checks and signs the mylars, the plat may then be recorded by the applicant's surveyor at Lane County.
  - After plat has been recorded at Lane County, applicant submits five (5) recorded, rolled paper copies of the plat and three (3) copies of required documents to the Development Services Department prior to the issuance of building permits.

## Minor Replat Plat Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. Any applicable application, technology, and postage fees, are collected at the pre-submittal and submittal stages.
- Minor Replat Plat Application Form**
- Letter Addressing Conditions of Approval** – lists and addresses each condition of approval, detailing the actions taken and current status of each item.
- Two (2) Copies of the Deed**
- Two (2) Copies of a Title Report** issued within 30 days of the date Lane County will record the plat.
- Copy of the Mylar on Bond Paper**
  - The word “Minor Replat” shall be shown in the title block
  - The name or reference number of the previous Plat and any additional recording information shall be retained in the title of the Replat
  - Blocks, lots/parcels and portions thereof which are being replatted shall be identified, where applicable
- Original and Copy of all Required Documents** with signatures where appropriate.
- Two (2) Copies of Closure Sheets** for the boundary and each lot or parcel and all common areas, dedicated areas, and easement areas that are not simple parallel offsets.
- Two (2) Copies of Each of the Reference Documents and Plats** listed on the plat.
- Two (2) Copies of Each of the Supporting Documents** – the vesting deed (must vest title to the owner listed on the plat), existing easement deeds, and documents listed as exceptions in the title report, etc.
- Two (2) Draft Copies of Any New Easements or Restrictions** being created by separate document, improvement agreements, maintenance agreements, joint use ingress/egress and utility easements, sewer hook up in lieu of assessment, and any other documents that will be recorded together with the plat or that are required by the Conditions of Approval.
- Two (2) Copies of a Consent Statement** (Concurrence) on the plat (to be signed by the lender prior to final approval) **OR Two (2) Copies of an Affidavit of Consent** by separate document is required from all Trust Deed, mortgage, or other secured loan interest holders against the property to be recorded simultaneously with the plat **IF** any public dedications or easements are being made and/or any other interests are being transferred to the public per ORS 92.075 (2-4).

- Existing Easements Clearly Identified with Their Recorded Reference.**
- New Easements and Reserve Strips Referenced in Owner Certificates of Dedication and Purposes of Easements Identified on Plat.**
- Two (2) Draft Copies** of any street dedications.

**NOTE:** When, as part of the approval process, the application has been conditioned so that the recordation of a document is required, the applicant shall be responsible for paying the Lane County recording fee for any such required document. Documents which may require recordation include, but are not limited to: Development Agreements; Improvement Agreements; Deed Restrictions; Future Development Plans; Easements; Joint Use Access/Maintenance Agreements; and Dedications of Right-of-Way.